



Electing & Reporting Retirement System Delegates

A Guide for Potential Delegates/Alternates and NYSTRS Participating Employers

Introduction

New York State Teachers' Retirement System (NYSTRS) participating employers oversee the election of delegates to serve two-year terms. Delegates have two main functions:

1. To elect a teacher member to the Retirement Board at the Annual Delegates Meeting.
2. To serve as a liaison between NYSTRS and the delegate's co-workers who are NYSTRS members.

Although not required, each delegate should also have a corresponding alternate who would carry out these duties if the delegate were unable to serve.

This information sheet is provided to answer your questions about the delegate election and reporting process. Contact NYSTRS at 518-447-2900 ext. 4071 or convdel@nystrs.org with any additional questions.

Delegate Responsibilities

Question	Answer
What are the duties of a delegate?	Delegates attend a two-day annual meeting held in October or November where they elect a teacher member to the NYSTRS Board. The delegate may also act as a liaison between NYSTRS and the members of their school district/college.
What are the duties of an alternate?	Alternates serve as backups to their corresponding delegates. The alternate may attend the Annual Meeting but may only vote if NYSTRS is informed prior to the meeting that the delegate will not attend and the appropriate change has been made in NYSTRS' Employer Secure Area (ESA). Should the delegate vacate the position for any reason, the alternate would automatically assume the delegate position and the alternate position would remain vacant until the next regular election. (Note: Delegates and alternates are elected as a ticket and cannot be split.)
How long of a term does a delegate/alternate serve?	The delegate/alternate serve a two-year term. The term during a regular election year (odd-numbered year) begins on August 1 and runs for two years ending July 31 of the following odd year. Delegates elected via special election serve out the remaining year of the two-year term served by a delegate elected through a regular election.

Election of a Delegate/Alternate

Question	Answer
<p>When is a delegate election held?</p>	<p>Regular elections of a delegate/alternate are held between March 1 and June 1 of odd-numbered years, with results to be submitted to NYSTRS by July 1. Special elections are held in even-numbered years, but only employers with openings in both the delegate and alternate positions of a ticket are eligible to participate. Special elections must be held between March 1 and October 1, with results submitted by October 6.</p>
<p>How is entitlement for a delegate and alternate determined?</p>	<ul style="list-style-type: none"> • The number of delegates and alternates to which a NYSTRS participating employer is entitled is based upon the number of active NYSTRS members contractually employed at the district or college. • The number of delegate/alternate tickets an employer is eligible to fill can be viewed within the Convention Delegates section of NYSTRS' ESA. Employers should check this area each March to determine entitlement and/or vacancies to be filled.
<p>What defines eligibility to be elected as a delegate or alternate?</p>	<ul style="list-style-type: none"> • Both delegates and alternates must be in-service, full-time (e.g., per-annum) employees who are NYSTRS members. • Delegates and alternates are elected as a ticket and cannot be split. In other words, an alternate for "Delegate A" may not serve in place of "Delegate B" if the latter is unable to attend the meeting.
<p>Who runs the election?</p>	<p>The Chief School Administrator (CSA) is responsible for holding an election or designating someone to do so. Many schools/colleges have the election run by their local union.</p>
<p>What procedure is used for running a delegate election?</p>	<p>The Education Law does not mandate an election process, and NYSTRS has no authority to mandate how elections are run. It is left to the discretion of each school district/college to establish appropriate procedures.</p>
<p>Can a retired member who works part-time as a teacher participate?</p>	<p>No, they cannot participate in an election or become a delegate/alternate. To participate in any capacity, a person must be an active member of NYSTRS.</p>

<p>If a delegate does not have an alternate, can they still be elected?</p>	<p>Yes. It is not mandatory for a delegate to have an alternate. However, should a delegate retire or vacate the position and there is not an alternate, the delegate position would remain vacant until it could either be filled during the special election or during the next regular election.</p>
<p>What if the number of nominated delegates/ alternates equals the number of delegates a school district/college is entitled to; is it necessary to hold an election?</p>	<p>No election is necessary in this case. This is considered an uncontested election and the names of the delegate(s) and alternate(s) may be entered into the electronic system for submission. The date of election should be the date the interested delegate(s) and alternate(s) names were submitted to you, which must be within the election timeframe.</p>
<p>What if there are fewer people nominated than the number of delegates the school district/college is entitled to?</p>	<p>If your school district/college does not receive enough interested members to equal the number of delegates, you may submit the names of those interested. Should the school district/college receive any interested members for the vacant delegate position(s) at a later date, these vacancies may be filled the following year during the special election. Regular elections are held in odd-numbered years and special elections are held in even-numbered years. A special election is held to fill any vacant delegate positions which may have been vacated either due to retirement, resignation, lack of interest previously, etc.</p>
<p>What happens if a delegate and alternate position are both vacant?</p>	<p>Any vacancies in the delegate/alternate position(s) following a regular election may only be filled during a special election, held in even-numbered years. A special election begins March 1 and continues through October 1 with results to be submitted through October 6 of even-numbered years. The term runs from when the delegate/alternate names are submitted to the end of the original delegate's 2-year term (July 31 of odd-numbered year). If an alternate position is vacated and the delegate remains, the vacant alternate position may not be filled.</p>
<p>Why does a BOCES have two district numbers?</p>	<p>A BOCES needs to hold an election for NYSTRS members employed by their district as well as oversee an election for their component districts. In their capacity overseeing the component district election, they are considered a supervisory district and have a separate district number. As a supervisory district, the BOCES is responsible for overseeing an election for those component districts employing fewer than 75 NYSTRS members. In this instance, a single election takes place at the supervisory level, with delegate entitlement based on the cumulative number of NYSTRS members employed by the under-75 component districts. Component districts employing 75 or more NYSTRS members are eligible to hold their own elections. They will be contacted independently by NYSTRS and the supervisory district will not be responsible for reporting election results for them.</p>

Submitting of Election Results

Question	Answer
<p>How are election results reported to NYSTRS?</p>	<p>Results must be reported electronically through ESA at NYSTRS.org. In addition to having online access, the person reporting must be a registered ESA user and assigned the Convention Delegates User role. (The CSA or Security Administrator may also report election results.)</p>
<p>How does someone obtain the rights to enter election results?</p>	<p>The CSA or Security Administrator at your school is the assignor of these rights. One of these individuals must, through ESA, specifically designate someone the rights to access ESA and assign the role of Convention Delegates User.</p>
<p>What information is needed to enter election results?</p>	<p>The following information will need to be entered:</p> <ul style="list-style-type: none"> • Date of election (see election timelines). • NYSTRS EmplID for the delegate(s) and, if necessary, the corresponding alternate(s). • School email address for each delegate and alternate (Email/Confirm fields).
<p>Where in ESA are election results entered?</p>	<p>To report Convention Delegate election results, after logging in select CDS and then Convention Delegates from the dropdown. The District Delegate Information page will populate showing the number of vacancies available to fill. Delegates and alternates are elected as a ticket and cannot be split.</p>
<p>What is EmplID which is asked for when entering the delegate and alternate information?</p>	<p>EmplID is a unique seven-digit number assigned to each NYSTRS member. If this information is not provided to the person reporting election results to NYSTRS, it may be obtained from the employer's Business or Payroll office.</p>
<p>What if the person who previously reported election results is no longer employed here, or we want to appoint someone else to that role?</p>	<p>Contact your employer's CSA or Security Administrator. Only they can assign ESA rights and the Convention Delegates User role.</p>
<p>What happens if I have problems logging on?</p>	<p>If you need assistance with your ESA log in information, click the applicable Forgot Username or Forgot Password link on the login page of the Employer Secure Area. For further assistance, please reference Section 6 of the Employer Manual or contact your Chief School Administrator (CSA) or Security Administrator.</p>
<p>We entered our election results online. Is there anything else the district is required to do?</p>	<p>No. Meeting details and other pertinent information will be emailed directly to elected delegates and alternates in September. However, we urge employers to review Administrative Bulletin 2023-9, found under the Administrative Bulletins tab on the Employers page at nystrs.org.</p>

Annual Delegates Meeting

Question	Answer
Is it mandatory for a delegate or an alternate to attend the Annual Delegates Meeting?	No, it is not mandatory. However, if neither attends, the school district/college which they represent will not be entitled to a vote for the teacher member of the Board up for election that year.
Who pays Annual Delegates Meeting expenses?	Delegates attending the annual meeting are entitled to their full salary. Under a Comptroller’s ruling, though, local school districts/colleges cannot pay expenses for meeting attendance; therefore, the expenses are the responsibility of the delegate/alternate. (Also see a State Education Department opinion and a ruling by the Commissioner of Education.) Delegates should contact their local bargaining units about possible reimbursement. You may also refer to Administrative Bulletin 2023-9, found under the Administrative Bulletins tab on the Employers page at nystrs.org.
If an alternate chooses to attend the meeting along with their delegate, does NYSTRS need to be notified?	An alternate may attend the meeting in addition to the district’s voting delegate they were elected with. The alternate will not have voting rights. They are entitled to attend all sessions and receive meeting material.
If NYSTRS is notified prior to the annual meeting that a delegate will not be attending and their corresponding alternate will be there in their place, will the alternate have voting rights?	Yes. The default attendance status of the delegate(s) will be that they are attending the Annual Delegates Meeting as only one member of a delegate/alternate ticket can vote. Attendance status can be changed by the employer up to three business days prior to the Delegates Meeting by checking the box (ESA > CDS/Convention Delegates > District Delegate Information page) indicating the alternate will be attending in place of the delegate. This will give voting rights to the alternate.
Where is the Annual Delegates Meeting held?	The Annual Delegates Meeting is held at the Saratoga Springs City Center in Saratoga Springs, New York. NYSTRS reserves the right to move the meeting to a virtual platform.
What are the dates of the Annual Delegates Meeting?	They vary annually, but by law the meeting must be held in October or November. Traditionally, the meeting is held on two days, typically a Sunday and Monday. However, scheduling conflicts with the venue and/or area hotels sometimes require the use of alternate days. If held virtually, the format may change as well. In either case, delegates are given many months’ advance notice to adequately plan their travel and accommodations, if applicable. See the Delegates page for the latest meeting information.
Should a delegate be unable to attend, can any one of the district’s alternates attend and vote at the meeting for them?	No. Delegates and alternates are elected as tickets and may not be split. An alternate may not cast a vote for a delegate they were not elected to serve with.